



Manager's Report

for Council Meeting of November 23, 2004

FINANCE

Listed below are new businesses licensed during this period:

Business Name

Allegany Optometry
American Helicopters Inc
Blossom Bliss
BREMMware
Chotsky's
Diallo DeJaun Inc
Fredrick, Jacqueline Jiang
JA's IT Business Solutions, LLC
J M Carpentry & Remodeling, LLC
Kokinda Communications
Lavender Door Soap Company, LLC
Lockstep Consulting, LLC
New Kids, Inc
Pirouettes
Reign of Cats & Dogs, The
Sew Unique by JT
Sweet Nothings
Title Research & Technology, Inc
V J Consulting
Vintners Journal, The

HUMAN RESOURCES

New hires, promotions, transfers & separations for the period of Nov. 3 – Nov. 15, 2004:

New Hires

Harpreet Arshi
Samuel Green
Brandi Dodson
David Durant
Rachael Elsea

Position

Administrative Assoc. I
Utility Maintenance Worker II
Recreation Program Super.
Utility Maintenance Worker I
Front Desk Clerk

Department

HR
Utilities
Parks & Recreation
Water Pollution Control
Parks & Recreation

Promotions

Transfers

Separations

Position

Department

Resignations:

Jason Lucas

Front Desk Supervisor

Parks & Recreation

Manager's Report

George Michael Borkovic
 Jamie Matthews

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Utility Plant Operator
 Utility Plan Operator Trainee

November 23, 2004

Water Pollution Control
 Water Supply

Retirements:

None

PLANNING, ZONING & DEVELOPMENT**PLANNING DIVISION**

DIVISION OF CURRENT PLANNING PLAN REVIEW ACTIVITY			
PLANS REVIEWED DURING THE PERIOD OF: NOVEMBER 3, 2004 – NOVEMBER 15, 2004			
Project Name (Address/Location)	Project Type	Submission Number	Proposal Description
Catoctin Circle Centre TLSE-2004-0006 (0-100 block of Catoctin Circle, NE)	Special Exception	2 nd	Proposal to permit a drive-thru in conjunction with the construction of a 10,000 square foot bank and related infrastructure.
Kincaid Forest Commercial TLZM-2004-0006 (Kincaid Boulevard/Battlefield Parkway)	Rezoning	1 st	Proposal to construction 38 townhouse dwelling units and related infrastructure.
Oaklawn Multi-family TLPF-2004-0021 (Sycolin Road/future Battlefield Parkway)	Preliminary Development Plan	1 st	Proposal to construction 140 condominium units and related infrastructure.
Leesburg Plaza Shopping Center TLPF-2204-0023 (500 block of East Market Street)	Preliminary/Final Development Plan	1 st	Proposal to raze the existing Kmart building and construct 49,000 square feet of retail and related infrastructure for multiple users (9) in the same proximity.
Villages at Leesburg/Russell Branch Parkway	Preliminary/Final Development Plan Authorization	1 st	Request for submittal of a combined preliminary/final development plan for various public road improvements at the south side of the intersection of East Market Street and River Creek Parkway
Virginia Village, Parcel A, Lots 11-13 TLDW-2004-0006	No Adverse Impact Plan	3 rd	Proposal to increase the amount of open space and parking and reducing the amount of impervious surface.
NE Leesburg Street Improvements, Phase I TLCI-2003-0008	Capital Improvement Plan	3 rd	Proposal to construct various road improvements along sections of Prince Street, Catoctin Circle, Queen Street, Washington Street and Blue Ridge Avenue including two traffic circles.
PLANS ACCEPTED FOR REVIEW DURING THE PERIOD OF: NOVEMBER 3, 2004 – NOVEMBER 15, 2004			
Project Name (Address/Location)	Project Type	Submission Number	Proposal Description
Oaklawn, Sycolin Road – Phase I TLPF-2004-0020 (Sycolin Road/future Battlefield Parkway)	Preliminary/Final Development Plan	2 nd	Proposal to construct various public road improvements including a portion of Battlefield Parkway and the intersection with Sycolin Road.
Nextel Stealth Monopole TLDW-2004-0008 (220 Fort Evans Road)	No Adverse Action Plan	1 st	Proposal to construct a stealth communications tower/light pole
Harrison Street Improvements @ Andover Court TLCI-2003-0004	Capital Improvement Plan	4 th	Proposal to construct various public road improvements
Villages at Leesburg/Office Use	Preliminary/Final Development Plan Authorization	1 st	
Villages at Leesburg TLZM-2004-0005	Rezoning	2 nd	Proposal to rezone 150 acres from I-1 to B-4 and PRC.

Villages at Leesburg TLTA-2004-0002	Plan Amendment	2 nd	Proposal to allow for a diamond interchange at the intersection of East Market Street (Route 7) and River Creek Parkway.
Leesburg Park and Ride – Bolen Park SPEX-2004-0028	County Referral	1 st	Proposal to provide temporary parking drop-off and pick-up for commuters.
Turner Wilson (100 block of Lawson Road)	Tree Report	1 st	Proposal to manage the tree preservation of certain trees adjacent to the limits of clearing and grading.
Oaklawn Commercial	Preliminary Subdivision Plat	1 st	Proposal to create 21 commercial lots and related public road ROW.
Rust Library Expansion TLPF-2004-0026 (380 Old Waterford Road, NW)	Preliminary/Final Development Plan	1 st	Proposal to expand the existing library from 23,400 square feet to 43,200 square feet.

**PLANS APPROVED OR RECORDED DURING THE PERIOD OF:
OCTOBER 20, 2004 – NOVEMBER 2, 2004**

Project Name (Address/Location)	Project Type	Submission Number	Proposal Description
None at this time			

ZONING DIVISION**Zoning Permits Issued Residential**

Stowers - 22 SFD - \$100,000.00

Zoning Permits Issued Commercial

241 Fort Evans Road, Leesburg Corner Premium Outlets - fit up - \$20,000

1 Harrison Street, Loudoun County - interior fit up - \$55,500

510 E Market Street, Leesburg Plaza - demolish existing retail - \$400,000

602 Market Street, Shell Gas Station - pumps and dispensers - \$34,790.00

Occupancy Permits Issued Residential

Potomac Station - 3 SFA

Occupancy Permits Issued Commercial

241 Fort Evans Road, Leesburg Corner Premium Outlets Commercial - interior fit up

7 B South King Street, Orbis Consulting Firm - interior fit up

13 Fairfax Street, Virginia Village Jerry's Florist - interior fit up

Special Exceptions: 23 Active or Under Review for Acceptance

1. TLSE-2003-0007, 9 Cardinal Park Drive (Jerry's Ford): Located in the southwest quadrant of the intersection of Trailview Boulevard and Cardinal Park Drive. The applicant John's Ford, Inc. t/a Jerry's Leesburg Ford seeks special exception approval for an outdoor vehicle storage use on a portion of a 3.58-acre parcel. The plans were rejected for review on November 19, 2003. The applicant submitted a traffic study on November 12, 2004 and the revised application is currently under review for acceptance.
2. TLSE-2004-0002 Leesburg Plaza West: Located on north side of East Market Street behind the Long & Foster building. The applicant seeks special exception approval to permit a 3,663 square foot bank with three drive-thru lanes on a proposed 54,000 square foot pad site. The plans were accepted for review on February 18, 2004. The applicant requested staff delay review until further notice.
3. TLSE-2004-0003 Leesburg Plaza East: Located at the northwest quadrant of the intersection of Plaza Street and Market Street (in front of the Peebles store). The applicant seeks special exception approval to permit a 3,244 square foot bank with two drive-thru lanes on

a proposed 34,590 square foot pad site. The plans were accepted for review on February 18, 2004. The applicant requested staff delay review until further notice

4. TLSE-2004-0004 Potomac Station Gas Station/Convenience Store: Located at the southeast quadrant of the intersection of Battlefield Parkway and Potomac Station Drive. The applicant seeks to build a 2,900 square foot convenience store with eight gas pumps and a 1,012 square foot car wash. The application was officially accepted for review on March 4, 2004, second submission was reviewed and comments were mailed to applicant on August 25, 2004. Staff is awaiting re-submittal with corrections and modifications.
5. TLSE-2004-0005 Stanfield at Greenway: Located at 1241 S. King Street (the old Greenway Manor and outbuildings). The applicant Stanfield Company, L.L.C. seeks special exception approval to build a 300-seat conference center in the existing manor house. The plans were submitted on March 9, 2004 and were officially rejected on March 22, 2004 due to deficiencies in the required traffic study and lack of required owners' signatures.
6. TLSE-2004-0006 Catoctin Circle Center - Bank: Located along Catoctin Circle, S.E. (behind the Giant grocery store). The applicant Waterford Holdings L.L.C. seeks special exception approval to build a 10,000 square foot bank with drive-thru windows. The application was officially accepted for review on April 16, 2004 and staff comments on the second submission were issued on August 18, 2004. Third submission plans received on October 1, 2004 and the Planning Commission Public hearing is scheduled for December 2, 2004.
7. TLSE-2004-0007 Catoctin Circle Center – Parking Garage: Located along Catoctin Circle, S.E. (behind the Giant grocery store). The applicant Waterford Holdings L.L.C. seeks special exception approval to build a 120,000 square foot parking garage for 400 vehicles. The application was officially accepted for review on April 16, 2004 and staff comments on the second submission were issued on August 18, 2004. The Planning Commission Public hearing is scheduled for December 2, 2004.
8. TLSE-2004-0008 Meadowbrook Bank -EAST: Located along the east side of Rt.15 south, opposite Greenway Farm. The applicant Centex homes requests a 5,000 square foot bank with a drive-thru window. The application was submitted on April 7, 2004 and officially accepted for review on May 4, 2004. Staff comments were issued on July 28, 2004 and the applicant indicated a target date of November 15, 2004 for submission of revised plans.
9. TLSE-2004-0009 Meadowbrook, Bank -WEST: Located along the east side of Rt.15 south, opposite Greenway Farm. The applicant Centex homes requests a 5,000 square foot bank with a drive-thru window. The application was submitted on April 7, 2004 and officially accepted for review on May 4, 2004. Staff comments were issued on July 28, 2004 and the applicant indicated a target date of November 15, 2004 for submission of revised plans.
10. TLSE-2004-0010 Meadowbrook, Convenience Store/Gas Pumps: Located along the east side of Rt.15 south, opposite Greenway Farm. The applicant Centex homes requests a 7,000 square foot convenience store with 12 gas pumps. The application was officially accepted for review on May 4, 2004 and staff comments were issued on July 28, 2004. The applicant indicated a target date of November 15, 2004 for submission of revised plans.
11. TLSE-2004-0011 Hertz Rent-A-Car: Located at 4 Cardinal Park Drive, SE in an existing auto body repair shop (Craftsman Auto Body). The applicant requests ability to rent autos to

auto body shop patrons. The application was submitted on April 8, 2004, resubmitted on May 4, 2004 and rejected for acceptance on May 12, 2004. The application was resubmitted and accepted for review on October 5, 2004, and the second submission review comments forwarded on November 12, 2004.

12. TLSE-2004-0013 Fort Evans Plaza II-Mixed Retail: Located on the north side of Fort Evans Road, opposite the Sycamore Hill subdivision. The request is for 238,715 square foot of mixed retail. The application was submitted on April 19, 2004, resubmitted on April 28, 2004, and officially accepted for review on May 11, 2004. Staff comments were issued on August 20, 2004, revised plans received on October 5, 2004, and second submission review comments forwarded on November 12, 2004.

13. TLSE-2004-0014 Fort Evans Plaza II- Bank NORTH: Located on the north side of Fort Evans Road, opposite the Sycamore Hill subdivision. The request is for a 4,500 square foot bank with a drive-thru window. The application was submitted on April 19, 2004, resubmitted on April 28, 2004, and officially accepted for review on May 11, 2004. Staff comments were issued on August 20, 2004, the application was resubmitted on October 4, 2004 and second submission review comments forwarded on November 12, 2004.

14. TLSE-2004-0015 Fort Evans Plaza II- Bank SOUTH: Located on the north side of Fort Evans Road, opposite the Sycamore Hills subdivision. The request is for a 4,500 square foot bank with a drive-thru window. The application was submitted on April 19, 2004, resubmitted on April 28, 2004, and officially accepted for review on May 11, 2004. Staff comments were issued on August 20, 2004, the application was resubmitted on October 4, 2004 and second submission review comments forwarded on November 12, 2004.

15. TLSE-2004-0016 Fort Evans Plaza II- Fast Food Restaurant/ Drive-thru: Located on the north side of Fort Evans Road, opposite the Sycamore Hill subdivision. The request is for a 3,000 square foot fast food restaurant with a drive-thru window. The application was submitted on April 19, 2004, resubmitted on April 28, 2004, and officially accepted for review on May 11, 2004. The staff comments were issued on August 20, 2004, the application was resubmitted on October 4, 2004, and staff comments forwarded on November 12, 2004.

16. TLSE-2004-0018 Gate House Networks/Edwards Landing: Located along Woods Edge Drive, NE at the intersection of Chickasaw Place. The applicant, Gate House Networks requests permission to build a 448 square foot equipment building with three satellite dishes on HOA property. The plans were submitted on June 10, 2004 and were officially rejected on June 22, 2004 due to failure to meet minimum submission requirements. The plans were resubmitted and accepted on September 20, 2004, and staff comments were issued on October 1, 2004.

17. TLSE-2004-0019 Village at Leesburg – Residential Land Bay “A”: Located on the south side of Route 7 east of Cochran Mill Road. The applicant, KSI Services, Inc. requests permission to build 85 apartment units in the B-4 Zoning District. The plans were submitted on June 11, 2004, resubmitted on July 21, 2004 and officially accepted for review on July 28, 2004. First submission review comments were forwarded to the applicant on September 17, 2004, the second submission was received November 4, 2004 and staff review comments are due December 6, 2004.

18. TLSE-2004-0020 Village at Leesburg – Parking Garage #1 in Land Bay “A”: Located on the south side of Route 7 east of Cochran Mill Road. The applicant KSI Services, Inc.

requests permission to build a 105,000 square foot parking garage in the B-4 Zoning District. The plans were submitted on June 11, 2004, resubmitted on July 21, 2004 and officially accepted for review on July 28, 2004. The first submission review comments were forwarded to the applicant on September 17, 2004, the second submission was received on November 4, 2004 and staff review comments are due December 6, 2004.

19. TLSE-2004-0021 Village at Leesburg – Parking Garage #2 in Land Bay “A”: Located on the south side of Route 7 east of Cochran Mill Road. The applicant KSI Services, Inc. requests permission to build a 70,000 square foot parking garage in the B-4 Zoning District. The plans were submitted on June 11, 2004, resubmitted on July 21, 2004 and officially accepted for review on July 28, 2004. The first submission review comments were forwarded to the applicant on September 17, 2004, the second submission was received on November 4, 2004 and staff review comments due December 6, 2004.

20. TLSE-2004-0022 Village at Leesburg – Parking Garage #3 in Land Bay “C”: Located on the south side of Route 7 east of Cochran Mill Road. The applicant, KSI Services, Inc. requests permission to build a 49,000 square foot parking garage in the PRC Zoning District. The plans were submitted on June 11, 2004, resubmitted on July 21, 2004, and officially accepted for review on July 28, 2004. First submission review comments were forwarded to the applicant on September 17, 2004, the second submission was received on November 4, 2004 and staff review comments are due on December 6, 2004.

21. TLSE-2004-0023 Village at Leesburg – Parking Garage #4 in Land Bay “C”: Located on the south side of Route 7 east of Cochran Mill Road. The applicant, KSI Services, Inc. requests permission to build a 72,000 square foot parking garage in the PRC Zoning District. The plans were submitted on June 11, 2004, resubmitted on July 21, 2004 and officially accepted for review on July 28, 2004. First submission review comments were forwarded to the applicant on September 17, 2004, the second submission was received on November 4, 2004 and staff review comments are due on December 6, 2004.

22. TLSE-2004-0024 Village at Leesburg – Bank in Land Bay “C”: Located on the south side of Route 7 east of Cochran Mill Road. The applicant, KSI Services, Inc. requests permission to build a 5,000 square foot bank with 5 drive-thru lanes and an ATM in the PRC Zoning District. The plans were submitted on June 11, 2004, resubmitted on July 21, 2004, and officially accepted for review on July 28, 2004. First submission review comments were forwarded to the applicant on September 17, 2004, the second submission was received on November 4, 2004, and staff review comments are due on December 6, 2004.

23. TLSE-2004-0025 Village at Leesburg – Parking Garage #5 in Land Bay “E”: Located on the south side of Route 7 east of Cochran Mill Road. The applicant KSI Services, Inc. requests permission to build a 108,000 square foot parking garage in the B-4 Zoning District. The plans were submitted on June 11, 2004, resubmitted on July 21, 2004, and officially accepted for review on July 28, 2004. First submission review comments were forwarded to the applicant on September 17, 2004, the second submission was received on November 4, 2004, and staff review comments due December 6, 2004.

24. TLSE-2004-0026 Village at Leesburg – Hotel in Land Bay “E”: Located on the south side of Route 7 east of Cochran Mill Road. The applicant KSI Services, Inc. requests permission to build a 118,000 square foot hotel with 115 rooms in the B-4 Zoning District. The plans were submitted on June 11, 2004, resubmitted on July 21, 2004, and officially accepted

for review on July 28, 2004. First submission review comments were forwarded to the applicant on September 17, 2004, the second submission was received on November 4, 2004, and staff review comments due December 6, 2004.

25. TLSE-2004-0027 Arby's at Potomac Station Retail Center: Located in the southeastern quadrant of the intersection of Battlefield Parkway and Potomac Station Drive in the Potomac Station Shopping Center. The applicant, Master Design of Fairfax, Va. requests permission to build a 3,250 square foot fast food restaurant with a drive-thru window on a 0.93-acre pad site. The application was submitted on July 2, 2004 and was officially rejected on July 14, 2004 due to failure to meet minimum submission requirements. The application was revised, resubmitted, and officially accepted on August 5, 2004. The applicant appeared before the Board of Architectural Review on November 15, 2004 and staff has completed the second submission review.

26. TLSE-2004-0028 Loudoun National Bank: Located at 204 Catocin Circle, S.E. (adjacent to the Loudoun Motor Sports building). The applicant, Loudoun National Bank requests permission to construct a 10,750 square foot building with 6,000 square feet of bank uses, including a drive-thru window in the B-2 District. The application was submitted on July 6, 2004, officially accepted for review on July 14, 2004, and the first submission comments were mailed to the applicant on August 24, 2004.

Rezoning: 6 Active or Under Review for Acceptance

1. TLZM-2002-0005 Misty Ridge Rezoning: Located on the east side of Sycolin Road across from the Stratford planned development. The applicant, D.R. Horton Company seeks to rezone 7.9 acres from R-1 to R-4 to permit 17 single family detached residential units on the property. Staff received revised plans on May 30, 2003 and the Planning Commission public hearing has been rescheduled at the applicant's request to provide additional time for staff and the applicant to address outstanding issues.

2. TLZM-2003-0005 Waterside at Leesburg: Located north of the terminus of the Dulles Greenway and east of Izaak Walton Park. The applicant, Waterside at Leesburg, LC, c/o ESDC, Inc. seeks to rezone approximately 51.5 acres from R-6, B-2 and B-3 to PRN to permit 196 residential units. The plans were accepted on November 21, 2003, revised plans were submitted on May 4, 2004 and second submission review comments were forwarded on August 3, 2004. Staff is waiting for plans to be resubmitted. On October 26, 2004 an extension of the twelve month review deadline was granted by the applicant.

3. TLZM-2004-0001 Meadowbrook: Located on the east side of Route 15, south of the Route 15 Bypass and west of Evergreen Mill Elementary School. The applicant, Centex Homes seeks to rezone 324 acres from R-1 to PRC (Planned Residential Community) to permit 1,356 dwelling units and 275,000 square feet of commercial uses on the property. The application was officially accepted for review on May 4, 2004, staff comments were issued on July 28, 2004 and staff is waiting for plans to be resubmitted. The applicant has indicated a target date of November 15, 2004 for submission of revised plans.

4. TLZM-2004-0002 Stanfield Properties at Greenway Farms: Located at 1241 S. King Street (the old Greenway Manor and outbuildings). The applicant, Stanfield Company, L.L.C. seeks amendments to the approved Concept Development Plan and Proffer Statement for ZM-101 Allman Property to build a 300-seat conference center in the existing manor house and a 400-seat performing arts center. The plans were submitted on January March 9, 2004 and were

officially rejected on March 22, 2004 due to deficiencies in the required traffic study and lack of required owners' signatures.

5. TLZM-2004-0005 Village at Leesburg: Located on the south side of Route 7 east of Cochran Mill Road (old Leesburg Commons property). The applicant, KSI services, Inc. seeks to rezone 158.45 acres from the I-1 District to B-4 (89.51 acres) and PRC (60.60 acres) to permit 635 residential dwelling units and 1,010,400 square feet of nonresidential uses on the property. The plans were submitted on June 11, 2004 and were officially rejected on June 24, 2004. Plans were resubmitted on July 21, 2004, officially accepted for review on July 28, 2004, and first submission review comments were forwarded to the applicant on September 17, 2004. The second submission was received on November 4, 2004, and staff review comments due December 6, 2004.

6. TLZM-2004-0006 Kincaid Forest: Located at the southwest corner of Battlefield Parkway and Kincaid Forest Boulevard, the property is approximately 6.34 acres in size. The applicant, Towns at Kincaid LLC, seeks to amend the concept plans for Kincaid Forest to substitute thirty-eight townhome dwelling units for 20,040 square feet of commercial/office/retail space. The application was officially accepted for review on October 1, 2004 and first submission referral comments were sent to the applicant on November 15, 2004.

Town Plan Amendments: 3 Active or Under Review for Acceptance

1. TLTA-2003-0001 Waterside at Leesburg: Located north of the terminus of the Dulles Greenway and east of Izaak Walton Park. The applicant, Waterside at Leesburg, LC, c/o ESDC, Inc. seeks to amend the Transportation Element of the 1997 Town Plan to eliminate the extension of the Dulles Greenway from its interchange with the Route 15 Bypass to Catoctin Circle. The amendment was accepted for processing on November 21, 2003 and revised plans were submitted on May 4, 2004. Second submission comments were forwarded to the applicant on August 3, 2004 and on October 26, 2004 an extension for the twelve month review deadline was granted by the applicant.

2. TLTA-2004-0001 Meadowbrook: Located on the east side of Route 15, south of the Route 15 Bypass and west of Evergreen Mill Elementary School. The applicant, Centex Homes seeks to amend the Transportation Element of the 1997 Town Plan to relocate Battlefield Parkway across the property. The application was officially accepted for review on May 4, 2004, staff comments were issued on July 28, 2004, and the applicant has indicated a target date of November 15, 2004.

3. TLZM-2004-0005 Village at Leesburg: Located on the south side of Route 7 east of Cochran Mill Road (old Leesburg Commons property). The applicant, KSI Services, Inc. seeks to amend the Transportation Element of the 1997 Town Plan to replace the cloverleaf interchange at the intersection of Route 7 and River Creek Parkway with a diamond interchange. The plans were submitted on June 11, 2004, resubmitted on July 21, 2004, and officially accepted for review on July 28, 2004. The first submission comments were forwarded to the applicant on September 17, 2004, the second submission received on November 4, 2004 and staff review comments are due on December 6, 2004.

Zoning Ordinance Amendments:

1. ZOAM 2004-0003: Council initiated amendments to various sections of the Zoning Ordinance at the October 26, 2004 meeting to permit a temporary commuter parking lot with

performance standards in the B-2 district. A joint public hearing is scheduled for November 23, 2004.

Board of Zoning Appeals Cases

There are no cases currently scheduled.

Board of Architectural Review Cases

The next B.A.R meeting is schedule for November 15, 2004 at 7:30 PM.

WATER & SEWER ADMINISTRATION**During this time frame:**

- 12 Public Facility Permits were issued totaling \$137,924.00
- 23 work orders were issued for meter sets
- 28 requests for occupancy inspection were issued

Capital Projects Update:

- Two plans were received and reviewed with two requests for water and sewer system computer modeling received.
- The 90% construction plans for the expansion of the water plant have been received and are under review.
- Responses to the water and sewer rate study have been received. A total of 10 firms have submitted proposals for this project.
- Staff attended several meetings with developers regarding proposed development plans.
- The Woodlea Manor Pump Station project is moving forward for re-bidding in hopes of securing lower bids. This project was 50% under budget from the lowest bid received.
- The miscellaneous water and sewer system project proposal will be re-bid soon.

UTILITY LINES DIVISION**Routine items include:**

- turn on's and off's
- water meter readings
- complaint investigations
- rodding and cleaning sanitary sewer trouble spots
- marked water and sewer lines for contractors and citizens
- vehicle and ditch maintenance
- bush hogging

Summary Programs:

- Staff performed complete maintenance on 32 fire hydrants.
- Staff completed 20 connections to town utility system.
- Staff completed 3 Total number of water leak repairs.
- Staff responded to 550 requests to locate utilities (Miss Utility).

TOWN OF LEESBURG

Full-time vacancies as of November 15, 2004

Department	# Vac	Position Title	Date of Vacancy	Ad Placed	Apps Rcvd	Prelim Interview	Final Interview	Offered	Accepted
<i>Capital Projects</i>	1	Senior Engineer	7/1/04	√	√	√			
<i>Econ Dev</i>	1	Downtown Coordinator	7/1/04	√	√	√	√	√	√
<i>Executive</i>	1	Executive Associate I	7/9/04	√	√				
<i>Finance</i>	1	Administrative Assoc I	7/1/04	√	√	√			
<i>Eng & PW</i>	1	Senior Engineer (re-advertised 7-23-04)	7/1/02	√	√				
	1	Asst. Street Superintendent	6/11/04	√	√	√	√		
	1	Maintenance Worker I		√	√	√	√		
	1	Senior Engineer-Stormwater Management	7/1/04	√	√				
<i>P&R</i>	1	Front Desk Supervisor	10/25/04	√	√				
<i>Police</i>	1	Police Officers (Multiple)	7/1/04	√	√	√			
	2	Communication Technician	11/15/04	√					
<i>Util Admin</i>	1	Senior Engineer	7/1/02	*On hold					
<i>WPCD</i>	1	Utility Plant Operator	11/2/04	√					
	or	Utility Plant Operator Trainee	11/2/04	√					
	1	Office Associate	11/15/04	√					
<u>TOTAL</u>	15								

*On hold = Department is not actively recruiting this position.

**Frozen = Department has identified this position to remain vacant for the rest of the fiscal year for budgetary reasons.

John A. Wells